

CONSTRUCTION BOARD OF APPEALS
MINUTES OF THE JUNE 24, 2015 ANNUAL ORGANIZATIONAL AND REGULAR MEETING

The City of Madison Construction Board of Appeals held its annual organizational and regularly scheduled monthly meeting on June 24, 2015 in the Planning & Building Conference Room of the Madison Municipal Complex, located at 100 Hughes Road, Madison, Alabama. Director of Building, Jimmy Morgan, called the meeting to order at 2:00 P.M. and attendance was as follows:

John Allen	Present
Jennifer Thorington-Hines	Absent
Verrick Green	Present
TJ Meers	Present
Jerrold Sullivan	Present
Charlie Murphy	Absent
Jim Wright	Present

City Staff Present: Jimmy Morgan, Director of Building; Sherri Williams, Assistant Planner; Debra Brooke, Administrative Assistant to Director of Building and Board Secretary

Public Attendees (as registered): None

Mr. Morgan welcomed everyone to the meeting and thanked the members for their willingness to serve the City. He then introduced Debra Brooke, City staff designated to administer the Board, and the point of contact regarding all Board business. Mr. Morgan then stated that the first order of business was to elect officers for the 2015 calendar year. Sherri Williams stated that officers should be elected at the first scheduled meeting of each year. In the absence of sitting officers, she opened the floor to nominations for the offices of Chair and Vice-Chair for the 2015 calendar year:

II. Election of 2015 Officers

- a. **Chair:** Jerrold Sullivan nominated John Allen as 2015 Chair. Jim Wright seconded the nomination. There being no other nominations, nominations were closed and Mr. Allen was appointed by acclamation. Mr. Allen thanked board members for their support.

- b. Vice-Chair:** Jerrol Sullivan nominated Jim Wright as 2015 Vice-Chair. Mr. Allen seconded the nomination. There being no other nominations, nominations were closed and Mr. Wright was appointed by acclamation.

III. New Business

a. Overview of Board Duties, Procedures and By-Laws:

Mr. Morgan read aloud, the *Purpose of the Board* and distributed copies of Ordinance 2011-60, which established and defined the Board, proposed *By-Laws*, and a draft of the *Petition and Request for Appeals Action* form, which will be completed by applicants who file future appeals. After some discussion by Board members and Staff, it was decided that the Board would hold regular meetings on the 2nd Wednesday of every month at 2:00 p.m. Board members proposed various changes to the By-Laws and Mr. Allen requested that staff propose further changes for members to review at the next meeting.

IV. Old Business

This being the first meeting of the newly appointed Construction Board of Appeals, there was no Old Business to discuss.

V. Other Business

Mr. Allen asked Board members and Staff if there were any items of Other Business to discuss. There being none, Mr. Allen closed the floor to Other Business.

VI. Adjournment

With no further business before the Board, Mr. Allen adjourned the meeting at 2:45 P.M.

Approved:



John Allen, Chairperson

Attest:



Debra Brooke, Board Secretary